

**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE – Finance/Policy/Justice Agenda**  
*County of Champaign, Urbana, Illinois*  
*Tuesday, February 15, 2011 – 6:00 p.m.*

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*Lyle Shields Meeting Room, Brookens Administrative Center*  
*1776 East Washington Street, Urbana, Illinois*

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**Page Number**

**IX. Policy, Personnel, & Appointments:**

- A. Appointments/Reappointments (\* indicates Chair's nominee where there is more than one applicant for an appointment)
1. Lincoln Legacy Committee – Term from 3/1/2011 to 2/28/2014
    - Kay Grabow \*15-16
  2. Champaign County Board Special Committee – Strategic Planning Committee
    - 5 County Board members
  3. Assistant Deputy Chair – Policy
    - Appointment of Quisenberry to Replace Alix
  4. Labor Committee
    - Appointment of Alix to Replace Weibel
  5. Champaign County Board Special Committee – VAC Committee
    - 5 County Board members
- B. County Administrator
1. Vacant Positions Listing (*Provided for Information Only*) \*17
  2. Recommendation for Award of Contract pursuant to RFP 2011-002 – Fiber Optic/Structured Cabling for 202 Art Bartell Construction Project \*18
  3. Request Approval of Process of Evaluation for Responses to RFQ 2011-004 \*19-22
  4. Committee Action Items Not Required to be Forwarded to County Board for Approval (*Provided for Information Only*) \*23-25
- C. Emergency Management Agency
1. Request to Submit Proposed New Position to Job Content Evaluation Committee \*26
- D. County Clerk
1. Recommendation to Remove “Early Application” Discount for County Liquor License Fee \*27
- E. Other Business
- F. Chair’s Report
- G. Designation of Items to be Placed on County Board Consent Agenda

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Kay Grabow

ADDRESS: 712 W. Vermont Urbana IL 61801  
Street City State Zip Code

EMAIL: kaygrabow@gmail.com PHONE: 217-344-0704  
Check  to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Lincoln Exhibit Committee

BEGINNING DATE OF TERM: Feb. 2011 ENDING DATE: \_\_\_\_\_

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I have previously served on this committee with near-perfect attendance. I have been an Urbana elementary teacher for 39 years.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

The role involves attending meetings, giving full attention, contributing when appropriate during meetings, and completing outside assignments.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

*I have general knowledge of the function of the committee. To my knowledge there are no property holdings, staff, taxes or fees.*

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes  No  If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

**RECEIVED**

FEB 07 2011

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES

*Kay Meabow*  
Signature

*2/4/11*  
Date

**VACANT POSITIONS LISTED ON DATA BASE  
FEBRUARY 15, 2011**

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY	FY2011 ANNUAL HOURS	FY2011 ANNUAL SALARY
80	20	ADMINISTRATIVE SECRETARY	\$13.55	1950	\$26,422.50	1957.5	\$26,524.13
80	25	APPRAISER/ANALYST	\$16.01	1950	\$31,219.50	1957.5	\$31,339.58
80	30	SENIOR LEGAL CLERK	\$13.55	1950	\$26,422.50	1957.5	\$26,524.13
80	36	ASSISTANT PUBLIC DEFENDER	\$23.50	1950	\$45,825.00	1957.5	\$46,001.25
80	40	CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
80	40	DEPUTY SHERIFF--PATROL	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	40	DEPUTY SHERIFF--STREET CRIME	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	40	DEPUTY SHERIFF--PATROL	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	51	RECORDS CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
80	71	CUSTODIAN	\$10.16	1950	\$19,812.00	1957.5	\$19,888.20
80	71	PART-TIME CUSTODIAN	\$10.16	1040	\$10,566.40	1044	\$10,607.04
80	77	ASSOCIATE PLANNER	\$17.66	1950	\$34,437.00	1957.5	\$34,569.45
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	LIEUTENANT - CORRECTIONS	\$35.13	2080	\$73,070.40	2088	\$73,351.44
90	53	ADMINISTRATIVE COMPLIANCE SPEC	\$13.55	1950	\$26,422.50	1957.5	\$26,524.13
670	22	DEPUTY COUNTY CLERK	\$11.51	1040	\$11,970.40	1044	\$12,016.44
-- TOTAL --			\$268.56		\$519,038.00		\$521,034.31

# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES



## BOARD ACTION WORKSHEET

2/09/11

**RFP #:** 2011-002

**VALUE \$ 43,684.17**

**TITLE:** FIBER OPTIC / STRUCTURED CABLING

### RECOMMENDATION:

We recommend the award of contract for the Fiber Optic & Structured Cabling for Champaign County to Champaign Telephone Company, Inc. This recommendation is based upon this proposer submitting the lowest responsible and responsive proposal. In the event the awarded proposer does not maintain most responsive and responsible proposer status, the project team may move onto the next lowest qualified proposer. This action shall be immediately reported to the Finance Committee Chair and the County Board Chair.

Deb Busey, County Administrator  
Alan Reinhart, Facilities Director

### REPORT:

1. Requests for Proposals were distributed to the Contractors that were able to meet the specifications designed by our Champaign County Administrative Services. Appropriate notices were placed in the Legal Notices section of the News Gazette newspaper, R.W. Dodge Plan Room.
2. Funds for these services were approved on November 18, 2010 by the Champaign County Board.
3. Proposals were received from AMcomm Telecommunications (\$68,675.00), Roessler Construction (\$114,470.00), Gargoyle Technologies (\$69,795.53) and Champaign Telephone Company (\$43,684.17).

**COMMITTEE:**

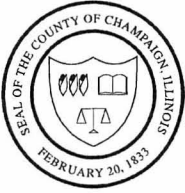
**POLICY**  
APPROVED/DISAPPROVED

DATE: 2/15/2011

**CHAMPAIGN COUNTY BOARD:**

APPROVED/DISAPPROVED

DATE: 2/24/2011



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 – PHYSICAL PLANT  
(217) 384-3896 – FAX  
(217) 384-3864 – TDD  
Website: [www.co.champaign.il.us](http://www.co.champaign.il.us)

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Carol Ammons, Deputy Chair, Policy, Personnel & Appointments and  
CHAMPAIGN COUNTY BOARD - COMMITTEE of the WHOLE

**FROM:** Deb Busey, County Administrator *DB*

**DATE:** February 7, 2011

**RE:** Process for Evaluation of Responses to RFQ 2011-004

As you will recall, you authorized the release of RFQ2011-004 – Employee Health Insurance and Related Benefits Broker/Consultant Services at your January 2011 meeting. I am writing to request your approval of the process for the review and evaluation of those responses, preliminary to bringing back to you a recommendation for selection of Broker.

#### RECOMMENDED PROCESS

A Health Insurance Broker Selection Committee shall be established, being constituted of the following members:

AFSCME - 1 Representative – John Farney, County Clerk  
FOP - 1 Representative – Bryan Mennenga, Sheriff's Office  
Non-Bargaining - 1 Representative – Elizabeth Murphy, RPC  
County Board - 2 County Board Members to be named by County Board Chair  
County Administrator – Deb Busey  
Insurance Specialist - Debbie Chow

The seven-member committee will receive all responses to the RFQ on Wednesday, February 16<sup>th</sup>. Each member will complete individual evaluations based on the evaluation form attached to this Memorandum, and submit their completed evaluations to the County Administrator. Upon compilation of the individual committee evaluations, the County Administrator will convene a meeting of the committee to determine whether there is consensus for selection of the most qualified vendor, or if the committee will request interviews with the top ranked firms. When the Committee has achieved consensus on a recommendation

of firm to be selected; that recommendation will be forwarded to the Policy, Personnel & Appointments Committee for approval and recommendation to the County Board.

***REQUESTED ACTION:***

***The Policy, Personnel & Appointments Committee approves the establishment of a seven-member Health Insurance Broker Selection Committee to be convened by the County Administrator and to formulate a recommendation of selection of broker pursuant to RFQ2011-004 to be presented to the Policy, Personnel & Appointments Committee.***

Thank you for your consideration of this recommendation.

Attachment

**CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES  
RFQ2011-004 - EMPLOYEE HEALTH INSURANCE & RELATED BENEFITS  
BROKER/CONSULTANT SERVICES**

**PROPOSAL RATING FORM**

**FIRM:** \_\_\_\_\_  
**EVALUATOR:** \_\_\_\_\_

CRITERIA	RATING VALUE	EVALUATOR RATING
1 Responsiveness: Is the proposal compliant with the requirements of the RFQ?	1-5	
2 Does the firm possess the ability to market and administer a program for Champaign County, based upon our requirements?	1-5	
3 Accuracy of the firm's perception of the County's needs in Health Insurance and areas of related benefit plans, and the firm's proposal for meeting those needs.	1-5	
4 The qualifications, experience and familiarity with local government risk management issues of the service team to be assigned to the County.	1-5	
5 Satisfactory local government experience and references.	1-5	
6 The unique or innovative approach/recommendation proposed by the firm.	1-5	
7 Availability of other related support services from the firm.	1-5	
<b>TOTAL</b>		<b>0</b>

<p><b>Rating Value - 1 - Does not meet expectations</b> <b>3 - Meets expectations</b> <b>5 - Exceeds Expectations</b></p>
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**COMMITTEE ACTION ITEMS NOT REQUIRED TO BE FORWARDED TO COUNTY BOARD FOR APPROVAL**

**ALL COMMITTEES –**

***REPORTS PRESENTED TO BE RECEIVED & PLACED ON FILE***

***WORK DIRECTION to ADMINISTRATIVE STAFF***

**FINANCE:**

***HIRING FREEZE RESOLUTION NO. 7601***

Any position funded by the Champaign County General Corporate Fund which is now or hereafter becomes vacant pursuant to the terms stated in Paragraph 1 of this Resolution, shall remain vacant for a period of at least three months, unless the department or office receives the consent of the **Champaign County Board Finance Committee** to fill the position sooner.

**POLICY, PERSONNEL & APPOINTMENTS:**

***PERSONNEL POLICY – ORDINANCE NUMBERS 779 and 865***

**Article 9-3.5 – Beginning Salary above Minimum for Experienced Candidates –**

b. Any request by a Department Head to hire an experienced candidate at a salary exceeding the position's midpoint will be referred by the Salary Administrator to the **Policy, Personnel & Appointments Committee** for approval.

**Article 9-3.6 – Promotion**

b. An employee receiving a promotion shall receive up to a 10% increase in salary at the Department Head discretion or increase to the new salary range minimum, whichever is greater and which normally shall not exceed the new position's salary range midpoint. If such adjustment places the employee's salary above the midpoint, the Salary Administrator will refer the request to the **Policy, Personnel & Appointments Committee** for approval.

**Article 9-4.5 – Reclassifications/Job Re-Evaluations** – Reclassifications/Job Re-Evaluations may be requested of the Policy, Personnel & Appointments Committee by a Department Head.

a. The Department Head, after presenting the justification for positions re-evaluation review to the **Policy Personnel & Appointments Committee** and receiving a recommendation to proceed, should contact the Salary Administrator and receive a Position Description Questionnaire.

***PURCHASING POLICY – ORDINANCE NO. 323***

**Section E. Capital Construction & Facilities Maintenance Purchases and other Goods/Services for \$20,000 or More**

**3. Steps in Bidding Process**

**COMMITTEE ACTION ITEMS NOT REQUIRED TO BE FORWARDED TO COUNTY BOARD FOR APPROVAL**

- c. Requesting department head shall submit the bid/proposal to the **Policy, Personnel & Appointments Committee** for review and approval to bid.

**TRAVEL REGULATIONS POLICY – ORDINANCE NO. 780**

**Article IV. Allowable Living Expenses.**

- 5. Any exceptions to the above shall be presented in a letter to the **Policy, Personnel and Appointments Committee** for approval.

**Article V. Allowance Miscellaneous Expenses.**

- A. The following are items that may be reimbursed by the County under Miscellaneous Expenses, if authorized by the affected elected official/department head:
  - 10. Credit card membership fees, if approved by the **Policy, Personnel & Appointments Committee**.

**Article VI. Exceptions to Travel Regulations**

- 1. The **Policy, Personnel and Appointments Committee** may direct the Auditor to grant any exceptions to the above regulations, when necessary to meet special circumstances in the best interests of the County. Any exception to the above regulations shall be presented in a letter submitted to the **Policy, Personnel and Appointments Committee** for approval.

**ENVIRONMENT & LAND USE**

**CHAMPAIGN COUNTY ZONING ORDINANCE – RESOLUTION NO. 971**

Preliminary recommendation on text amendments referred from the ZBA stay at **Environment and Land Use Committee** for at least one month before being approved and forwarded on to County Board

**CHAMPAIGN COUNTY SUB-DIVISION REGULATIONS – ORDINANCE NO. 44**

**Article 6.1 – AREA GENERAL PLAN Submission**

6.1.1 An AREA GENERAL PLAN may be prepared and submitted by the Sub-divider, for approval by the **County Environment and Land Use Committee**, prior to the submission of the initial preliminary plat. The **County Environment and Land Use Committee** shall determine that either of the following conditions exists to warrant a requirement of preparation and submission of an AREA GENERAL PLAN:

- a. The parcel initially proposed for platting constitutes a portion of a larger tract of land owned, under option to purchase by the Sub-divider.
- b. The parcel initially proposed for platting constitutes a portion of a larger land area, the development of which will be complicated by unusual problems of drainage, street layout, utility services, land usage or land ownership pattern.

**COMMITTEE ACTION ITEMS NOT REQUIRED TO BE FORWARDED TO COUNTY BOARD FOR APPROVAL**

**Article 8.1 – PRELIMINARY PLAT Phase**

8.1.2 - Information Required:

The Preliminary Plat shall be prepared by a registered Engineer and a Surveyor and the Preliminary Plat is to be approved by the **County Environment and Land Use Committee** before any Subdivision development is started.

**Article 8.1.6 – SUBDIVIDER’S Rights upon Approval**

- a. Approval of the Preliminary Plat shall remain in force and the Sub-divider shall be entitled to the rights enumerated in paragraph 8.1.6b for a period not to exceed one year from the date of **Environment and Land Use Committee** action.
- b. Upon approval of the Preliminary Plat by the **Environment and Land Use Committee** the Sub-divider may:
  - 1. Apply for approval of the engineering drawings for all or part of the area contained within the Preliminary Plat in conformance with the phasing of construction contained within the Preliminary Plat; or
  - 2. Apply for Final Plat approval for all or part of the area contained within the Preliminary Plat in conformance with the approved phasing of the Plat.
- c. Construction of all improvements in the approved preliminary Plat shall be subject to the following:
  - 1. No construction, excavation, clearing, grading, or filling on the subject property shall commence until the engineering drawings for such improvements have been approved by the County Engineer and the **Environment and Land Use Committee** except construction authorized by a Zoning Use Permit issued pursuant to the Champaign County Zoning Ordinance.
  - 2. Upon the approval of the engineering drawings by the **Environment and Land Use Committee** and for a period not to exceed 12 months from the date of such approval the Sub-divider may undertake excavation, clearing, grading, filling, or construction of improvements without filing a Performance Guarantee.

**CHAMPAIGN COUNTY NUISANCE ORDINANCE – Ordinance Numbers 468,651 and 868**

**Article 5.3 – Decisions on Appeals**

- a. The **Environment and Land Use Committee** may, so long as such action is in conformity with the terms of this ordinance, reverse, modify, or affirm, wholly or in part, the decision, or other action of the Zoning Administrator from which the appeal is taken and may make such order, decision or determination as it deems out to be made.
- b. The concurring vote of three-fourths of the members of the **Environment and Land Use Committee** shall be necessary to reverse or modify any decision or other action of the Zoning Administrator.
- c. If the **(Environment and Land Use) Committee** shall find against a responsible person appellant, the Zoning Administrator shall establish a reasonable period of time as provided in Paragraph 4.3(c), for the appellant to abate the public nuisance before further proceedings are instituted.
- d. The decision of the **(Environment and Land Use) Committee** shall be put in writing and a copy shall be mailed to the appellant and any other parties to the hearing within five working days of the decision.

**COMMITTEE ACTION ITEMS NOT REQUIRED TO BE FORWARDED TO COUNTY BOARD FOR  
APPROVAL**

***RECREATION and ENTERTAINMENT ORDINANCE NO. 55***

**Article I. Entertainment and Recreation License**

**Section 5.** Within thirty (30) days of the open meetings held pursuant to Section 2 of this Article or within thirty (30) days of the filing of a permitted response with the Chairman of the **Environment and Land Use Committee**, whichever later occurs, the **Committee** shall either grant or deny an application for an entertainment and recreation license. . . .

**Section 8.** The **Committee** shall direct the County Clerk to issue an entertainment and recreation license if all provisions of this Ordinance have been complied with. However, if the **Committee** shall find that the applicant has not been accurate, complete or truthful in his application or that he intends to use the license for illegal or fraudulent purposes, a license shall not issue. If the **Committee** shall deny an application for an entertainment and recreation license, the **Committee** shall set forth its decision and reasons therefore in a written registered letter to the applicant.

**ALL POLICIES, RESOLUTIONS AND ORDINANCES REFERENCED IN THIS DOCUMENT ARE AVAILABLE ONLINE ON THE COUNTY'S WEB SITE AT [www.co.champaign.il.us](http://www.co.champaign.il.us).**



## CHAMPAIGN COUNTY EMERGENCY MANAGEMENT AGENCY

1905 East Main  
URBANA, IL 61802  
(217) 384-3826

Bill Keller, Director  
e-mail: [bkeller@co.champaign.il.us](mailto:bkeller@co.champaign.il.us)

### MEMORANDUM

**TO:** Carol Ammons, Deputy Chair-Policy, Personnel & Appointments &  
MEMBERS OF THE CHAMPAIGN COUNTY BOARD  
COMMITTEE of the WHOLE

**FROM:** Bill Keller, EMA Director

**DATE:** February 7, 2011

**RE:** REQUEST FOR CREATION of NEW POSITION

As you are aware, we are in the process of recommending a re-structuring of the Champaign County Emergency Management Agency (EMA) staffing. Our office is comprised of a 2-person staff. With changing demands in the field of emergency preparedness, particularly as those demands affect the County's EMA, we believe a better configuration for this 2-person staff is to have a Director and Deputy Director, rather than the Director and Administrative Aide positions which currently exist. There is a strong need to have a position that can step into the Director's role whenever the Director is absent or unavailable.

At this point, I request your approval to submit a new position of Deputy Director of EMA to the Job Content Evaluation Committee for review and recommendation of appropriate classification and description, pursuant to Article 9-4.4 of the Champaign County Personnel Policy.

Thank you for your consideration of this request.

Memorandum

To: County Board, County Administrator Deb Busey

From: C. Pius Weibel, County Board Chair

Through: Gordie Hulten, County Clerk *GH*

Date: February 4, 2011

Re: Recommendation to remove "early application" discount for county liquor license fee.

In March 2005, 2006, Ordinance 742 established an early application discount of 25% for liquor license fees (other than Class E). The reason for this discount was to award applicants who applied early. In this current time of reduced revenues for the county, it is appropriate to remove this discount. The results are a modest increase in revenue for the County and having every applicant incurring the same costs for their licenses within the appropriate Classes. The last modification to the Liquor Ordinance was Ordinance 757:

For applications for all LICENSES, other than a Class E LICENSE, that may result in the issuance of a LICENSE whose term will end in less than one (1) year, the application fee shall be prorated according to the following schedule commencing April 1, 2006:

Date of Application	Percentage of the Full Year Fee to be Paid
April 1 through May 31 of the year in which the application is made	75%
June 1 through August 31	100%
September 1 through November 30	75%
December 1 through February 28	50%
March 1 through May 31	25%

The new Ordinance will replace the above language with the following language:

For applications for all LICENSES, other than a Class E LICENSE, that may result in the issuance of a LICENSE whose term will end in less than one (1) year, the application fee shall be prorated according to the following schedule commencing April 1, 2011:

Date of Application	Percentage of the Full Year Fee to be Paid
April 1 through August 31	100%
September 1 through November 30	75%
December 1 through February 28	50%
March 1 through May 31	25%